



**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Regional Census Center
Denver, CO**

<http://www.census.gov/roden/www/emply.html>

Recruiting Flyer 3199-08-52

POSITION TITLE: Administrative Assistant

Location: Multiple Locations*

ISSUE DATE: August 8, 2008

CLOSING DATE: Open Continuously

THIS POSITION REQUIRES A WRITTEN TEST. Call toll-free 1-877-474-5226 to be scheduled for the test in your area and get more information about the application process.

NUMBER OF VACANCIES: One in each location:

***LOCATION: Hourly Salary:** Phoenix, AZ (\$13.50); Tucson, AZ (\$12.50); Flagstaff, AZ (\$11.00); Las Vegas, NV (\$13.25); Albuquerque, NM (\$11.50); Colorado Springs, CO (\$12.00); Lakewood, CO (\$15.25); Salt Lake City, UT (\$12.75); Billings, MT (\$10.00); Rapid City, SD (\$10.00); Bismarck, ND (\$10.00); Lincoln, NE (\$10.50)

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment not to exceed one year, with the possibility of a one-year extension.

DUTIES: Administrative Assistant (AA): The Administrative Assistant is responsible for supporting the Local Census Office Manager (LCOM) and a team of Assistant Managers.

- Maintains the LCOM's calendar and schedules appointments and meetings
- Receives and reviews incoming correspondence and other materials.
- Reviews outgoing correspondence and materials for procedural and grammatical accuracy and conformance with policy
- Controls documents requiring action by a specific date and follows up to ensure that such deadlines are met
- Keeps a running account of pertinent office events during the LCOM's absence
- carries out delegated duties such as insuring the assembly of specific reports by deadline dates
- Makes necessary travel arrangements for managers
- Prepares travel vouchers, computing per diem and mileage reimbursements
- Forwards all the necessary documentation to the Regional Census Center
- Provides general administrative and clerical support for management team

QUALIFICATIONS: You must pass a written test .

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.